

## Job description

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| <b>Job title:</b>     | <b>Cervical Screening Communications &amp; Events Administrator</b> |
| <b>Reports to:</b>    | <b>Project Co-ordinator</b>   |
| <b>Place of work:</b> | <b>Various locations, Suffolk</b>                                   |

### Job Purpose

The main purpose of the role is to support the work of the Cervical Screening project team ensuring highly responsive co-production with a range of stakeholders including primary care health professionals, key health influencers, health organisations, outreach, charities and service users.

As the Cervical Screening Communications Assistant, you will promote and co-produce in order to support the projects mission to increase the uptake of cervical screening amongst specific groups including:

- Women who have never had a smear
- Women aged 25-49 – no smear in 4 years
- Women aged 50-64 - no smear in 6 years
- Deprivation
- LD and Mental health
- LGBT
- BAME

### Main Duties & Responsibilities

- Attend project and co-production meetings to share good practice, existing campaigns and learning.
- Assist the Project Co-Ordinator to write, edit, proof read, co-ordinate internal and external publications, videos, leaflets and service brochures; assist to write information for public, co-producers and internal audiences, articles; oversee print and distribution
- Develop a range of marketing and communication content in a range of formats to support creative campaigns. This includes, digital, infographics, and print.
- Build and sustain effective communications with stakeholders to ensure co-production and collaborative working.
- Disseminate knowledge, and information to those who need to know.

- Support all members of Cervical Screening project team on the delivery of the project's delivery, as required
- Attend community events alongside the Health Educators to promote the Cervical Screening project.
- Provide communication, marketing and digital communications advice to stakeholders.
- Support project's social media as a means of broadening the projects online messaging and increasing engagement with key audiences.
- Provide support on disseminating, collating and analysing of statistical data and preparing reports for consideration by others.
- Provide data reports from community events.
- Record data to support the increase in uptake of Cervical Screening.
- Maintain and continuously improve skills and understanding of communications and marketing, including systems, policy and current good practice, particularly with regards to own area of work and which significantly contribute to the project's key objectives.
- Make use of opportunities for sharing good practice and learning.
- Contribute to the development, and promotion of a marketing culture throughout the project and provide support and guidance on the appropriate presentation of marketing materials at the operational and clinical level.
- General administrative duties

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**Amending the job description:** It is expected that as the organisation develops and changes it may be necessary to vary the tasks and/or the responsibilities of the post holder. This will be done in consultation with the post holder and it is hoped that agreement can be reached to any reasonable changes.

**Confidentiality:** The post holder must at all times maintain complete confidentiality of the material and information that they handle. Any matters of a confidential nature, or in particular, information relating to diagnoses and treatment of patients and individual staff records must not, under any circumstances, be divulged or passed on to any unauthorised person or persons. The post holder must respect patient named confidentiality in keeping with "Caldicott principles".

**Data Protection:** The post holder must at all times respect the confidentiality of information in line with the requirements of the General Data Protection Regulation. This includes, if required to do so, obtaining, processing and/or using information held on a computer in a fair and lawful way, holding data only for the specified registered purposes and using or disclosing data only to authorised persons or organisations as instructed.

**Policies & Procedures:** The post holder will be expected to comply with all statutory legislation, the organisations governance framework and approved national and local policy. All employees are expected to comply with all of the organisations Policies and Procedures.

**General:** The post holder will be expected to be responsible for his/her continuing professional development and to take a proactive approach to maintaining personal and professional effectiveness in an evolving role.

The duties and responsibilities described in this Job Description are intended to be indicative but not exhaustive of the responsibilities of the post holder. As the organisation develops, the requirements of the job may change and the post holder is expected to adapt to these changes.

**Health & Safety:** Employees must share responsibility for abiding by health and safety policies and regulations, infection prevention and control policies and act in accordance with the Risk Management Policy. This includes compliance with The Health Act 2006 Code of Practice for the prevention and control of healthcare associated infection. In addition, be aware of the responsibilities placed on them by the Health & Safety at Work Act (1974) to ensure that the agreed safety procedure is carried out to maintain a safe environment for themselves, other employees and visitors.

**Equal Opportunities Policy and Anti-Harassment:** The post holder will immediately report to their line manager any breach or suspected breach of both equal opportunity and anti-harassment guidelines

**Safeguarding Children:** Everyone employed by the organisation regardless of the work they do has a statutory duty to safeguard and promote the welfare of children. When children and/or their carers use our services it is essential that all child protection concerns are both recognised and acted on appropriately. You have a responsibility to ensure you are familiar with and follow the Southend Essex and Thurrock (SET) child protection procedures and the organisations safeguarding policy to ensure you are equipped to carry out your duties effectively, you must also attend mandatory child protection training and updates at the competency level appropriate to the work you do.

**Safeguarding Adults:** Everyone employed by the Organisation regardless of the work they do has a duty to safeguard and promote the welfare of vulnerable adults. When patients and/or their carers use our services it is essential that all protection concerns are both recognised and acted on appropriately. You have a responsibility to ensure you are familiar with and follow relevant policies in relation to safeguarding vulnerable adults. To ensure you are equipped to carry out your duties effectively, you must also attend mandatory vulnerable adult protection training and updates at the competency level appropriate to the work you do.

## Organisation Structure Chart

